

# CHEERS BOOSTER CLUB CONSTITUTION AND BYLAWS

**ADOPTED: September 9, 1996**

*Amended – February 8, 2000*

*Amended – October 4, 2004*

*Amended – October 3, 2005*

*Amended – April 2, 2007*

*Amended – October 1, 2012*

*Amended – February 3, 2014*

## **ARTICLE I – NAME**

SECTION 1. The name of this group shall be CHEERS, hereinafter referred to as “The Club.”

## **ARTICLE II – OBJECTIVES**

SECTION 1. To give aid in areas that might require assistance toward realizing the objectives of the Deer Park High School Cheerleader program.

SECTION 2. The activities of The Club shall not conflict with the policies of the Deer Park Independent School district and shall be sanctioned by the school authorities.

SECTION 3. The Club shall be a non-profit organization and shall be non-shareholding, non-commercial, and non-bargaining organization.

SECTION 4. To promote better understanding of the students’ obligation within the cheerleader program.

## **ARTICLE III – MEMBERSHIP AND DUES**

SECTION 1. Member – any person that is not a current high school student is eligible for Club membership and shall constitute the voting body of The Club upon payment of dues.

SECTION 2. Patrons – any person or company making a substantial annual contribution to The Club shall be designated as a patron and shall be acknowledged in printed programs and/or by letter of appreciation.

SECTION 3. Dues – dues shall be \$30.00 per active family per year and shall be payable at the member’s first meeting of the school year.

SECTION 4. Honorary membership – upon graduation, each student shall be offered a one (1) year honorary membership in The Club with full membership privileges except voting rights.

## **ARTICLE IV – OFFICERS**

SECTION 1. The Officers of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Squad Historian(s)
6. Squad Liaison(s)
7. Publicity Chairperson
8. Special Event Chairperson
9. Community Service Chairperson
10. Chaplain
11. Fundraiser Chairperson
12. Ways & Means Chairperson

SECTION 2. Duties of the Officers

1. The President shall preside at all meetings of The Club, The Board and The Executive Board, including creating the agenda, coordinating schedules with coaches and being responsible for any correspondence of the club (i.e. electronic notices of monthly meetings and any other notices required via email or text). The President shall receive all contracts for The Club, submit to the Executive Board for approval, and then submit to the South Campus Principal's Secretary for DPISD approval. The President will give a copy of all approved contracts to the Treasurer for payment and accounting records. The President shall see that the affairs of the club are conducted in a business-like manner and shall be the Executive Board member serving to support the Liaisons and Historians.

2. The Vice President shall take the place of the President in that person's absence and execute any duties requested by the President. The Vice President shall support the other Executive Board members in all aspects of their responsibilities, be responsible for coordinating and executing parties, and shall be the Executive Board member serving to support the Special Events and Publicity Chairpersons.

3. The Secretary shall be responsible for making a record of all meetings of the club, make a full report at monthly meetings, type and email minutes of monthly meetings to membership, coaches, webmaster, and the secretary of the DPISD Athletic Director within one week of each meeting. The Secretary shall be responsible for keeping an accurate listing of membership information, provide a directory to all members of The Club, and shall be the Executive Board member serving to support the Community Service Chairperson and The Chaplain.

4. The Treasurer shall keep a record of all money collected. The Treasurer shall also give a full written report at each meeting of The Club which clearly describes all types of funds received and monies expended. The Treasurer shall submit quarterly reports to the office of the DPISD CFO and shall be the Executive Board member serving to support the Ways & Means and Fundraising Chairpersons.

5. The Squad Historian(s) shall be responsible for attending all squad events and taking photos to document those events. In the event that the Historian cannot attend, they will secure a replacement to document the event. The Squad Historian(s) shall combine their photos along with photos from parents to have a good representation of their squad and its members to create a paper or digital scrapbook of all cheerleader and booster club activities. This book shall belong to The Club and shall be kept in the high school cheerleader room upon completion. The Historian shall be responsible to see that the campus showcases and cheer locker room are decorated appropriately. The Historians shall seek support from the President.

6. The Squad Liaison(s) shall establish a line of communication between the President, the membership, and the coaches and should contact each squad member parent to encourage participation in meetings and events, and should relay any information from the coaches or Executive Board to their squads. The Liaisons shall prepare game day schedules for meals, snacks, water and Cheer Dads. The Liaisons shall coordinate coaches and camp gifts, place orders and collect funds. The Liaisons shall seek support from the President.

7. The Publicity Chairperson shall be responsible for public relations, public awareness for cheerleader's events, and recognition through various media, including the DPHS Cheer website, print and digital media. The Publicity Chairperson shall be responsible for the slideshow and senior video to be presented at Banquet. The Publicity Chairperson shall seek support from the Vice President.

8. The Special Event Chairperson shall coordinate events for The Club such as Squad Introductions, Homecoming Parade and Banquet. The Event Chairperson shall form committees and oversee location, menu, photographer, DJ, decorations, invitations, programs, etc. and submit ideas to the Executive Board for approval. The Event Chairperson shall work with parent volunteers, leaders of other school organizations, city and school officials to organize the parade and tailgate party. All contracts shall be submitted to the President to secure DPISD approval. The Special Event Chairperson shall seek support from the Vice President.

9. The Community Service Chairperson shall research and coordinate community service events for the cheerleaders to participate. The Community Service Chairperson shall submit opportunities to the coaches for approval, take names of volunteers, and insure that the cheerleaders are present and participating appropriately and effectively. The Community Service Chairperson shall seek support from the Secretary.

10. The Chaplain shall reach out to cheerleaders and their families in the event of a tragedy such as death, illness, surgeries, hospitalization, etc. The Chaplain shall stay in touch with the families on behalf of The Club and make arrangements for gifts, card or flowers to be sent. The Chaplain shall seek support from the Secretary.

11. The Fundraising Chairperson shall arrange, organize and carry out any/all fund-raising activities such as a golf tournament and cheer clinic and shall be responsible for all funds raised, properly documented and turned in to the treasurer. The Fundraising Chairperson shall form committees and oversee dates, locations, shirts, prizes, refreshments, registration forms, etc and work with the coaches to sell items at the cheer clinic. Each fundraising opportunity shall be presented to the Executive Board for approval. All contracts shall be submitted to the President to secure DPISD approval. The Fundraising Chairperson shall seek support from the Treasurer.

12. The Ways & Means Chairperson shall be responsible for forming a committee to choose various items to sell at events designated by the booster club. The Ways & Means Chairperson will be responsible for creating and submitting designs to the Executive Board for approval. The Ways & Means Chairperson shall be responsible for taking, filling and distributing orders. The Ways & Means Chairperson shall be responsible for transferring items to events, recruiting volunteers to sell, and set-up/clean-up at events. The Ways & Means Chairperson shall take inventory of all items upon taking office and at the end of basketball season before storing items in cheer closet for the end of the year. The Ways & Means Chairperson shall seek support from the Treasurer.

13. Responsibilities of all Board Members include attending all regular meetings and participating in all fundraising activities to the best of their ability. If a Board member will not be in attendance, their absence should be made known ahead of time to the President.

SECTION 3. The officers shall form the Board and will serve from the time they are elected within 30 days of new squads being named or April 1st through the following twelve consecutive months or March 31<sup>st</sup>. The coach/sponsor(s), high school principal(s), and other school administrators are members serving in an advisory capacity.

SECTION 4. The offices of the President, Vice-President, Secretary and Treasurer will form the Executive Board of The Club.

SECTION 5. When there is occasion for The Club to be represented at any function, the President shall be The Club's representative, or delegated to another member of the Executive Board.

SECTION 6. In the event that a decision must be made in less than twenty-four hours, the Executive Board has the authority to make decisions for The Club, if they are unanimous.

SECTION 7. In case of a vacancy occurring in an elected office during the year, the Executive Board will make a nomination to be voted on by the membership.

## **ARTICLE V – ELECTIONS**

SECTION 1. The elections shall take place within 30 days of new squads being named or April 1st. Installation of new officers shall be held within 30 days after election, or at the next regular Cheers Booster Club meeting.

SECTION 2. The nominee receiving the majority of votes cast shall be elected.

SECTION 3. Freshman Liaison and Historian will be nominated and voted on during the first meeting of the new squads.

SECTION 4. Officers shall be elected for a period of one year. Only voting members shall be eligible to hold office.

SECTION 5. Any vacancy occurring in an office shall be filled by election at the following regular meeting with the exception of the president. The vice president shall fill any vacancy in the office of president.

## **ARTICLE VI – AMENDMENTS**

SECTION 1. This Constitution and Bylaws may be amended as follows: By a two thirds majority vote of the members present; provided the proposed amendment(s) have been submitted in writing to the membership at a regular meeting or submitted electronically (via email, or posted on the Cheers’ website), and submitted for formal adoption at the next regular meeting, provided the vote on the amendment(s) is taken at the regular meeting following their presentation to the club.

### SECTION 2.

Once approved by the voting members, the amendment(s) must get final approval from the DPISD Athletic Director.

## **ARTICLE VII – QUORUM**

SECTION 1. The presence of at least three of the elected officers and five other members shall constitute a quorum.

## **ARTICLE VIII – MEETINGS**

SECTION 1. The regular meeting of the CHEERS Booster Club shall be held on the first Monday of each month of the year when possible.

SECTION 2. The President will call meetings of the Board as needed to plan for activities and general membership meetings monthly.

SECTION 3. A special meeting may be called by the president at any time if it becomes necessary.

SECTION 4. Voting outside of a regular meeting may be done electronically via email as needed, at the discretion of the Executive Board.

SECTION 5. A valid meeting of The Club shall consist of a quorum. (see ARTICLE VII. SECTION 1.)

## **ARTICLE IX – PROJECTS**

SECTION 1. Fund raising projects and/or solicitations shall be conducted in compliance with school policy, municipal ordinances and be cleared with the cheerleader sponsor(s), school administrators and the club.

SECTION 2. All monies raised by the club shall be deposited in the CHEERS Booster Club activity and/or scholarship account, and distributed to appropriate vendor or to the coaches for distribution.

SECTION 3. All scholarships will be governed by the attached guidelines, and approved by the membership outlined in Article V; Section I. All changes go into effect immediately.

## **ARTICLE X – CHEERLEADER COACH/SPONSOR**

SECTION 1. The high school cheerleader coach and/or school administrators shall approve/veto all projects and activities of the club. The coach shall be notified of all official meetings and executive meetings of the club. (see ARTICLE VIII, SECTION 1) The cheerleader coach and/or the school administrators have the right to require dissolution of the club if, in their opinion, the club is not working toward its objectives (see ARTICLE II).

## **ARTICLE XI – DISSOLUTION**

SECTION 1. The club may be dissolved by the same process as amending the bylaws. (ARTICLE VI)

SECTION 2. Should the club be dissolved, the funds in the treasury less any outstanding obligations of the club shall be forthwith delivered to the Cheerleader fund of the Deer Park High School.

## **ARTICLE XII – AUTHORITY**

SECTION 1. The rules obtained in Robert’s Rules of Order (Revised) shall govern this club in all cases in which they do not conflict with the rules of the club.

## **ARTICLE XIII – FISCAL YEAR**

SECTION 1. The fiscal accounting year shall start on July 1 and end on June 30 to coincide with the fiscal accounting year of DPISD.

## **ARTICLE XIV – AUDITS**

SECTION 1. An audit shall be performed once each year of the financial records prepared and maintained by the club treasurer prior to new officer installation.

SECTION 2. The audit shall be performed by a qualified person(s) that are not officers of the club, members of the club or affiliated with the Deer Park ISD school district.